

**FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER**

Increase your company's savings through better purchasing techniques

Seminar #4265

**Overview**

This fundamentals seminar is taught by leaders in the field who will walk through every step of the purchasing management process, including negotiating and vendor and materials management. Find innovative ways to manage your suppliers so they deliver quality products and services on time and within your budget...learn how e-procurement can help you save money and exploit sales opportunities... and recognize the impact you have on the financial side of your business.

**Schedule**

- [3] days

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- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,794 GSA

**Credits**

1.8 CEU /18 C.P.M.

**Schedule**

We have 9 scheduled sessions located nationwide starting between 6/13/2012 - 1/28/2013

Date	Location	Duration
Jun 13, 2012 - Jun 15, 2012	Atlanta, GA	3 Days
Jul 9, 2012 - Jul 11, 2012	Dallas, TX	3 Days
Aug 13, 2012 - Aug 15, 2012	Chicago, IL	3 Days
Aug 22, 2012 - Aug 24, 2012	New York, NY	3 Days
Sep 12, 2012 - Sep 14, 2012	Los Angeles, CA	3 Days
Oct 17, 2012 - Oct 19, 2012	Arlington/Washington DC, DC	3 Days
Nov 14, 2012 - Nov 16, 2012	Chicago, IL	3 Days
Dec 5, 2012 - Dec 7, 2012	New York, NY	3 Days
Jan 28, 2013 - Jan 30, 2013	San Francisco, CA	3 Days

Registering more than 4 people, please call 1-877-566-9441.

**How You Will Benefit**

- Become a more efficient and productive buyer through applying the techniques of purchasing management
- Improve the services provided by your suppliers through more effective negotiations and planning
- Understand the ethical/legal aspects of purchasing and its possible liabilities
- Find out how to select and qualify suppliers

**What You Will Cover**

**How Purchasing Management Adds Value to the Firm**

- The purchasing cycle
- Key criteria used to measure a buyer's performance
- Cost reduction
- Purchasing management policies, procedures, controls and standards

**Supplier Relations**

- Requisition and purchasing policies
- Solicitation process: why various types of solicitation are used
- How to qualify and pre-select suppliers
- Assess the risk in doing business with a supplier

**Price, Cost and Total Cost of Ownership**

- Assess competitive market pricing
- Attain a better negotiating position through cost analysis
- How to identify hidden costs and make better buying decisions

**Specialized Purchasing Management Tools**

- Pareto analysis
- Applying JIT to purchasing
- E-commerce and its current purchasing management applications
- International commercial terms and global sourcing implications

**The Legal Aspects of Buying and Selling**

- Federal laws that affect purchasing
- The Uniform Commercial Code (UCC)
- Contract law and warranties
- Transfer of title and the risk implied

**Purchase Agreements and Contracting Methods**

- Blanket orders, blanket purchasing agreements, master purchasing agreements
- National, system and option contracts
- Purchasing/procurement card
- Service contracts

**Negotiating Skills for the New Buyer: Conducting a Win-Win Negotiation**

- Learn the nature and scope of negotiations in purchasing management
- Understand the difference between strategy and tactics in negotiations

**Who Should Attend**

Buyers in service, manufacturing, health care or office purchasing agents.

**Ways to Register**

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)